



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

OFFICE TECHNICIAN (TYPING) (JC- 39284)

**No Need to Send a Duplicate Application if one
had been submitted After 10/13/16 Release Date**

SALARY RANGE	\$2809 - \$3515
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	Plant Operations
FINAL FILING DATE	**November 18, 2016**

DESCRIPTION OF DUTIES: The Office Technician is responsible to perform difficult clerical work, including ability to spell correctly, use good English, make arithmetical computations, operate various office machines, follow oral and written instructions, evaluate situations accurately and take effective action, read and write English at a level required for successful job performance. Make clear and comprehensive reports and keep difficult records. Meet and deal tactfully with public. Apply specific laws, rules and office policies, prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance. Operates work order desk, computer, radio, duplicating machine and typewriter. Timekeeper for Plant Operations employees, post time on 672's and check 634's for accuracy prior to submitting to Personnel in a timely manner. Responsible for monitoring of Work Order Requests for keys, e.g. verification for their proper approval, accuracy and eliminate the possibility of duplicate requests. Preventive Maintenance files, Receives, sorts and delivers mail received in Building Trades/Plant Operations Office. Covers in the main Plant Operations Office, assists in the typing of Purchase Orders for the Warehouse. Contacts candidates and sets up interviews for various open positions. Other duties as required.

WHO MAY APPLY: Candidates with list, transfer or reinstatement eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website www.calhr.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

TYPING CERTIFICATE MUST BE ATTACHED OR YOUR APPLICATION WILL NOT BE CONSIDERED.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.